

APPEALS

A provider may contest an adverse action taken by the Bureau by submitting a written request for an appeal to the Department’s Bureau of Appeals. The request must be received within 30 days of the receipt of written notification of the Bureau’s actions. The appeal must specify, in detail, the reason for the appeal and state the reasons why the provider feels aggrieved by the Bureau’s actions. The appeal should be sent to the Department’s Bureau of Appeals (see appendix B for contact information).

NOTE: Recipients are notified by letter of his/her appeal rights.